

**STATE OF MARYLAND
DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**



**Invitation for Bids (IFB) No. DHCD-17-04
ARMED SECURITY GUARD SERVICE – LANHAM, MARYLAND**

IFB Issue Date: September 6, 2016

Procurement Officer: Amanda Pinder
7800 Harkins Road
Lanham, Maryland 20706
Phone: (301) 429-7570
E-mail: amanda.pinder@maryland.gov

Contract Monitor: Sharon Hayes
7800 Harkins Road
Lanham, Maryland 20706
Phone: (301) 429-7610
E-mail: sharon.hayes@maryland.gov

Bids are to be sent to: Department of Housing and Community Development
7800 Harkins Road, Room 262, Lanham, Maryland 20706
Attention: Amanda Pinder

Mark in the lower left or right-hand corner: “IFB No. DHCD-17-04; MUST BE OPENED BY ADDRESSEE ONLY.”

Bids must be sealed and clearly labeled exactly as indicated to ensure that they are delivered intact and unopened.

Bid Due (Closing) Date and Time: September 22, 2016, at 2:00 P.M, Local Time

NOTICE

Prospective Bidders who have received this document from a source other than the Issuing Office should immediately contact the Issuing Office and provide their name and mailing address so that any amendments to the IFB and other communications may be sent to them.

**Minority Business Enterprises and Certified Small Businesses
are encouraged to respond to this solicitation..**

General Information

Summary

The Maryland Department of Housing and Community Development (DHCD) seeks to enter into one contract for the services of two armed security guards for two consecutive 8.25-hour shifts on weekdays, for its Lanham location.

Contract Type

The Contract resulting from this solicitation shall be an indefinite quantity contract with firm fixed unit prices as defined in COMAR 21.06.03.06.A(2) (indefinite quantity) and 21.06.03.02.A(1) and (2) (fixed price and firm fixed price).

Contract Duration

The duration of the Contract shall be from the date of issuance of the purchase order plus five and a half (5 1/2) months, commencing upon execution of the Contract. There are no renewal options.

Procurement Officer

The Procurement Officer is the primary point of contact in the State for purposes of this IFB prior to the award of any Contract. The name and contact information of the Procurement Officer are indicated in the title page.

The Department may change the Procurement Officer at any time by written notice.

Contract Monitor

The Contract Monitor is the State representative for this Contract who is primarily responsible for Contract administration functions after Contract award. The name and contact information of the Contract Monitor are indicated on the title page.

The Department may at any time change the Contract Monitor or designate a designee to carry out the Contract Monitor's duties.

Questions

Inquiries regarding this IFB should be directed to the Procurement Officer listed on the title page.

Procurement Method

This Contract will be awarded in accordance with the Competitive Sealed Bidding method under COMAR 21.05.02.

Bid Closing Date and Time

All bids must be received at the address listed on the title page and no later than the Bid Due Date and Time indicated on the title page. **No late bids will be accepted.**

Duration of Bid

Bids submitted in response to this IFB are irrevocable for ninety (90) days following the closing date for bids. The Procurement Officer may extend this period, with the Bidder's written consent.

Multiple or Alternate Bids

Multiple and/or alternate Bids will not be accepted.

Award Basis

The Contract shall be awarded to the responsible Bidder submitting a responsive Bid with the most favorable bid price (per COMAR 21.05.07.06.D(2)). One (1) award shall be made.

Substitution of Personnel

Any substitution of personnel after the Contract has begun must be approved in writing by the Contract Monitor prior to the substitution. If the Contractor substitutes personnel without the prior written approval of the Contract Monitor, the Contract may be terminated.

Minority Business Enterprises (MBEs)

Minority Business Enterprises (MBEs) are encouraged to respond to this solicitation. MBE vendors are encouraged to obtain MBE certification from the Maryland Department of Transportation, Office of Minority Business Enterprise. Direct all certification-related questions to:

Office of Minority Business Enterprise
Maryland Department of Transportation
P.O. Box 8755
BWI Airport, Maryland 21240-0755
(410) 859-7328
<http://www.mdot.maryland.gov>

Small Businesses

Although this is not a Small Business Reserve procurement, small businesses are encouraged to respond to this solicitation and to register with the Maryland Department of General Services for the Maryland Small Business Reserve Program through a self-certification process at <https://www.smallbusinessreserve.maryland.gov/registration/>.

A "Small Business" is a business, other than a broker, that meets the following criteria:

- The business is independently owned and operated;
- The business is not a subsidiary of another business;
- The business is not dominant in its field of operation;
- The wholesale operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$4,000,000 in its most recently completed 3 fiscal years;
- The retail operations of the business did not employ more than 25 persons, and the gross sales of the business did not exceed an average of \$3,000,000 in its most recently completed 3 fiscal years;

- The manufacturing operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$2,000,000 in its most recently completed 3 fiscal years;
- The service operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$10,000,000 in its most recently completed 3 fiscal years;
- The construction operations of the business did not employ more than 50 persons, and the gross sales of the business did not exceed an average of \$7,000,000 in its most recently completed 3 fiscal years; and
- The architectural and engineering operations of the business did not employ more than 100 persons, and the gross sales of the business did not exceed an average of \$4,500,000 in its most recently completed 3 fiscal years.

If a business has not existed for three years, the gross sales average is computed for the period of the business's existence. For newly formed businesses the determination will be based upon employment levels and projected gross sales.

Verification of Registration and Tax Payment

Before a business entity can do business in the State it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. The SDAT website is <http://sdatcert3.resiusa.org/ucc-charter/>.

It is strongly recommended that any potential Bidder complete registration prior to the due date for receipt of Bids. A Bidder's failure to complete registration with SDAT may disqualify an otherwise successful Bidder from final consideration and recommendation for Contract award.

By submitting a response to this solicitation, each Bidder shall be deemed to represent that it is not in arrears in the payment of any obligation due and owing the State of Maryland, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract if selected for contract award.

Mandatory Contractual Terms

By submitting a Bid in response to this IFB, a Bidder, if selected for award, shall be deemed to have accepted all terms and conditions of this IFB *and* the State's mandatory terms and conditions under COMAR 21.07.01: http://www.dsd.state.md.us/COMAR/SubtitleSearch.aspx?search=21.07.01.*. Any exceptions to this IFB must be raised prior to Bid submission. Changes to the solicitation, including the Bid Form, made by the Bidder may result in Bid rejection.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

MINIMUM QUALIFICATIONS

The following qualifications, as well as proof thereof (as described below) are required in order to be considered:

- A. **Experience:** The Offeror shall have at least three (3) recent years of experience providing armed security guard services as described in Section 4, Scope of Services. Proof of experience, in the form of a letter to the Department describing such experience, shall be provided.
- B. **References:** The Offeror shall provide three (3) references for comparable armed security guard services provided within the last three (3) years.
- C. **License:** The offeror shall identify each guard proposed to work under any Contract awarded as a result of this IFB and shall provide a copy of the guard license for each pursuant to TITLE 19, Subtitle 4 of the Business Occupation & Profession Article of the Maryland Code.
- D. **Firearms Permit:** The offeror shall provide a copy of the firearms permit for each guard identified in paragraph 2.
- E. **Insurance Requirements:** Insurance requirements must be met, as described on pages 15-16 under "Scope of Work – Insurance Requirements."

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

SCOPE OF WORK

BACKGROUND

The Department of Housing and Community Development (DHCD) is requesting the services of one armed guard working an approximate 8.25- hour shift from 5:45 a.m. to 2:00 pm , and a second armed guard working an approximate 8.25 hour shift from 2:00pm to 10:15 p.m. per day, Monday through Friday, at 7800 Harkins Road, New Carrollton, Md. 20706.

SCOPE OF SERVICES

Contractor shall:

1. Furnish all labor, equipment, and supplies necessary to perform the armed guard services for the DHCD building, grounds, and parking lots in strict conformity with the methods and conditions hereinafter specified.
2. Provide armed security services on State workdays, starting fifteen minutes before opening hour of 6:00 am, and ending fifteen minutes after closing hours of 10:00 pm. Additional days or evenings may be necessary depending on building usage. Work hours for security guards are covered in Section 4.3 of these Specifications.
3. Security Guard services may include coverage of the internal building rounds, external building rounds, and state car compound. The Contractor must be able to provide the uniformed armed guard services described in this solicitation. These services must be provided in an orderly, continuous and consistent manner, which will support the effective delivery of services to the employees and customers, and cannot cause disruption to the agency operation.

WORKING HOURS AND LOCATION

1. The following location and schedule represent the maximum number of hours anticipated for the scope of the contract. DHCD will notify the Contractor of any additional after-hour services on an as-needed basis in writing.
 - a. DHCD office located at 7800 Harkins Road, New Carrollton, Md. 20706 (4 floors - approximately 100,000 square feet);
 - b. Two (2) FTE armed security guards; one 8.25 hour shift each; one 30-minute break per shift.
 - c. Continuous security guard service is to be provided from 5:45 a.m. until 2:00 p.m. shift change, 2:00 p.m. until 10:15 p.m.
 - d. A schedule will be provided to the selected vendor upon award.
 - e. Estimated hours for two Armed Guards for this facility during normal working hours as defined in 1c: approximately 1,848 hours over a 5.5 month period.
 - f. Estimated hours for Armed Guards for this facility during non-working hours and Holidays: 64 hours over a 5.5 month period.

2. The full-time guard will have 30 minutes each day for lunch. The Facilities and Fleet Management Services staff will be responsible for relieving the security guard for lunches & breaks.
3. The guard will make sure all employees and visitors have left the building before leaving. Note: Any employees remaining must have an active PROX (Proximity Card System for building access) in order to exit the building.
4. The guard post must be manned during duty.

GUARD DUTIES

Guard duties to be provided shall include, but are not limited to the following:

- 1) Maintain a safe and secure environment for the employees and visitors of the Maryland Department of Housing and Community Development.
- 2) Assure no unauthorized person or person(s) are in the building at the beginning of the shift and at close of shift. If employees and/or visitors are still in the building at the end of the shift, the guard shall remain until the last customer has left the building. This excludes employees of DHCD who have a PROX Badge.
- 3) Control access to the building at all times, permitting only authorized persons to enter the premises.
- 4) Ensure that all DHCD and State employees visibly display, and wear their ID badges upon arrival, returning from lunch, a meeting, walking, smoking, as well as in the building throughout the day. Anyone failing to properly wear their ID must show their photo ID (i.e. driver's license), sign the employee log, and then the guard will report them to the Contract Monitor.
- 5) Obtain proper driver's license or photo ID for all visitors prior to granting them access to the building, issue the appropriate visitor ID badge(s) to visitors, ensure that all visitors are escorted to their destinations. State employees from other agencies must also sign the visitor log book and be escorted to their destination. Note the only exceptions are DHCD employees visiting from the Baltimore and/or Cambridge Offices.
- 6) Observe activities of individuals in the building to insure that the building rules and regulations are observed by requesting compliance. Should an individual ignore the rules for compliance, the guard is to immediately notify the Contract Monitor or designee.
- 7) Monitor security cameras located on the premises (i.e. back door, loading dock, Harkins Rd. entrance, parking lots, and security gate). Communicate with visitors and/or delivery personnel at the security gate for access to lot. If someone is at the wrong address and/or entrance is refused the security guard must let the vehicle through the gate instructing them they will be required to turn around, the guard then must go outside to make sure the vehicle turns around and leaves the premises.
- 8) Ensure that all deliveries (i.e. to include food, flowers, hand carry, commercial deliveries, etc.) are directed to the loading dock via the outside entrance, call person/programs as to visitors in order to secure an escort to and from the lobby area except for the main conference room/training center.

- 9) Ensure the appropriate ID badge(s) are issued to visitors, main conference room attendees, and forgotten employee badges.
- 10) Maintain an entrance and exit log during, before, and after business hours (8:30 am – 5:00 pm) subject to change. Record all visitors entering the premises, check identification of visitors, issue visitor badges, and verify employee ID badges for all employees entering the premises prior 7:00 am or after 6:00 pm.
- 11) Direct all construction, service, and maintenance personnel to the Office of Facilities and Fleet Management Services (FFMS) during business hours. For such persons arriving prior to or after business hours, a list of any authorized personnel will be given to the security guard in order to permit access in areas such as mechanical rooms, electrical rooms, telephone closets, server room, storage rooms, etc. as directed by the Contract Monitor or designee. Ensure that they sign in and out on the visitor log book.
- 12) Control access to parking lot; enforce rules on parking in permit areas, visitors parking areas, and restricted parking areas and submit a daily list of permit holders' usage to the Contract Monitor or designee.
- 13) Guard the premises against fire, theft, pilferage, malicious injury, damage and destruction.
- 14) Ensure any State property that is removed from the premises is accompanied by a completed and approved DHCD Property Pass authorizing the property to leave the premises.
- 15) Permit only authorized persons to enter DHCD controlled access areas.
- 16) Report in writing any unusual occurrences and/or incidents that happen during the course of duty by way of an Incident Report to be provided by the Contractor. This report must be completed immediately following an incident. The original report shall be given to the Contract Monitor.
- 17) Call DHCD employee conducting meeting to escort visitors to meeting rooms.
- 18) Participate in scheduled disaster and fire drills in accordance with DHCD's established evacuation plan.
- 19) Security may be requested by the Contract Monitor or designee to patrol parking areas, state car compound, and grounds to check in order to prevent theft and vandalism to vehicles and property.
- 20) Guards shall be issued a building access card and keys to the front door. The keys will remain behind the front desk in the designated area when the keys are not in use. The building access card will be in the possession of the security guard at all times.
- 21) The security guards shall notify the Prince George's County Police Department and the Contract Monitor or designee in case of theft, vandalism, unauthorized entry, unsuccessful de-escalating situations, or any other crime. The security guard shall write an Incident Report (to be provided by the Contractor) and present it to the Contract Monitor or designee through the Contractor's Project Manager, no later than the next business morning.

- 22) The security guards shall write and submit Incident Reports (to be provided by the Contractor) to the Contract Monitor or designee for the following items, including, but not limited to: Threats, Fire, Maintenance, Suspicious activity, Potential Safety Hazard, Verbal Abuse, Assault, Unusual Activity, etc.
- 23) The security guards shall direct service workers, delivery persons, and others to the correct entry point and advise of procedures.
- 24) If and when necessary, the security guards shall inform all employees, customers and visitors of the State's no smoking regulations as per the Governor's Executive Order of 1992.
- 25) Guards shall log in all visitors by name, purpose of visit, name of employee whom they are visiting, and issue a temporary badge for the date of the visit. The individual being visited shall be notified of the visitor's presence and instructed to escort the visitor to their destination.
- 26) Upon arriving to work, the security guards will sign in. The security guards will sign out at the end of the shift.
 - i) The security guards shall instruct customers to be seated in the waiting area in a quiet and orderly manner while waiting to be seen. At no time while on duty will the guard leave the post unattended. The Contractor's Project Manager and the Contract Monitor or designee must be notified if a guard has to leave the post while on duty and must stay at the post until a replacement guard has arrived.
 - ii) When requesting leave, the security guards must notify the Contractor's Project Manager and the Contract Monitor as early in advance as possible so that that the Contractor can find a replacement guard. The security guards must notify the Contractor's Project Manager and Contract Monitor or designee immediately in the event of an unscheduled absence so that the Contractor can find a replacement guard.
 - iii) Guards shall show politeness and courtesy to customers and employees at all times. Effective customer service is the DHCD's primary goal.

GUARDS SHALL NOT

Leave the post unattended.

Bring their children, grandchildren, relatives or pets to work with them or to babysit them during their shift.

Have personal visitors during their shift.

Fraternize with customers, staff, and other guards while on duty.

Have congregating at the security desk.

Use force except to defend themselves or others when in immediate danger.

Make verbal or written statements regarding incidents, situations, or circumstances at the DHCD facility. The exception is when logging an incident report as required elsewhere in these specifications.

Engage in any unauthorized investigative or detective work.

Surrender keys to any unauthorized individual without the prior approval of the Contract Monitor or designee.

Disclose elevator codes, door cipher codes, access card, nor any other security codes of the DHCD facility.

Remove keys, supplies, furniture, or equipment from the DHCD facility.

Make personal telephone calls except in case of extreme emergency. In such event, the security officer shall notify the Contract Monitor or designee.

Eat or drink while on duty, except during breaks or specified lunch times; such exceptions will be confined to the employees' lunch room.

Smoke or chew tobacco in any area of the building while on duty or off duty.

Security should enforce the no smoking policy on State property except in the designated area. Note: no smoking within 25 feet of any building entrance.

Engage in loud or boisterous behavior.

Be under the influence of alcohol or drugs (grounds for immediate termination).

Participate in any form of gambling.

Sleep while on duty.

Play radio or watch TV, DVD while on duty. Note may work on laptop computer with authorization by the DHCD Contract Administrator or designee.

Confiscate any money inadvertently left in DHCD or on the DHCD grounds. All lost and found items must be turned into the facility manager in (FFMS).

Permit customers or staff members to sit at the security desk with the guard.

Solicit on State property.

Distribute, circulate or offer for sale any religious, philosophical, or theological material while on duty.

Engage in any political activities while on duty.

Make any arrests or detentions of individuals.

Sign a complaint on behalf of any State agency or State employee.

Request the towing of any vehicle without consent from the Contract Monitor or designee.

Engage in any commercial endeavors or activities while on duty.

Guards shall not sit at employee's desk, read or peruse the contents of any files, folders, letters, memos, etc. left on desks or tables of State agencies.

Failure to comply with these standards of conduct will result in deductions from payment under the contract resulting from this IFB, and may result in the security guard involved being removed from service at this facility at the request of the Contract Monitor or designee.

GUARD EQUIPMENT

The Contractor shall issue and pay for equipment as specified below for all guards while on duty:

Standard issue by the Contractor gun and ammunition.

Mag-Lite 3 cell flashlights w/ belt holster, two-way radios. Contractor shall supply all replacement batteries, accessories.

Guards must be issued and wear uniforms bearing insignia and/or name of the security guard company which is clearly visible to the public while on duty.

Other equipment as may be agreed upon as part of the terms of the contract resulting from this IFB.

Guards shall utilize a two-way radio which must be kept in the guard's possession at all times while on duty.

One (1) cellular telephone.

All equipment shall be maintained in working order by the Contractor. Other equipment may be required as may be agreed upon by both parties as part of the terms of the contract issued pursuant to this IFB.

GUARD APPEARANCE and UNIFORMS

Guards must be clean and properly groomed with an acceptable haircut, similar to police department standards, with any facial hair neatly trimmed and hair pulled away from the face.

The successful bidder provides guard's uniforms. Guards shall arrive ready for duty and completely outfitted.

All uniforms must comply with OSHA, MOSHA, and other local, state, and federal statutes and requirements. Uniforms must fit properly and must be clean and pressed. Name tags must be worn on the outer garment and be easily visible.

Shoes must be black and in good condition and polished.

Telephones: One (1) desk telephone shall be provided by the State for the use of the Contractor. All charges for calls – local, long distance, information services, etc. - made from these telephones shall be the responsibility of the Contractor.

Failure to furnish equipment or to maintain equipment in proper working order without written consent from the Contract Monitor or designee, will result in deductions from payment under the contract resulting from this IFB.

GUARD UNIFORM EXPENSE

The Contractor shall pay for the cost, maintenance, and upkeep of uniforms; and cannot pass those costs to the employee (as a deduction from wages) unless the employee has expressly agreed to the deduction in writing in accordance with the Labor and Employment Article, § 3-503, Annotated Code of Maryland.

GUARD LOGS

The Contractor shall provide a logbook for the security guards to make daily shift entries of all activities and special notes. This logbook is to be reviewed and initialed weekly by the Contract Monitor or designee.

Security guards shall sign in and out in the logbook. At the beginning of each shift, security guards shall prepare a daily log by signing that day's date, and printing and signing his/her name.

All entries in the logbook shall be printed or written legibly. Any falsification of information written or printed in the logbook is grounds for denying payment to the successful bidder, and/or possible termination of the contract.

All incidents must be reported in the daily log and provided to the Contract Monitor by the start of the next morning's shift.

At the conclusion of each shift, guards shall leave the logbook at their assigned desk for review by the Contract Monitor or designee.

ASSIGNMENT OF GUARDS

The Contractor must assign the same guard to the same shift on the same days of the week. This will ensure continuity for staff and the operation. However, the Contractor's Project Manager may reassign security guards if deemed necessary.

Replacement security guards must have prior clearance and be trained in all aspects of required duties as described in Section 4.4. A summary of all possible replacement security guards shall be submitted to the Contract Monitor in advance of the assignment of said replacement.

Replacement security guards shall carry the same certifications as the assigned security guard if the regular security guard cannot report to DHCD for work. No security guards may leave their post until properly relieved of their duties.

The Contractor shall at no time furnish security guards who have not met minimum qualifications and training as required by the contract.

All security guards must be punctual and have a good attendance record. Security guards who are constantly tardy and who have a record of unscheduled absences will not be permitted to continue to work under this contract at DHCD.

The Contractor must furnish a qualified replacement security guards within two (2) hours if assigned security guard is absent for any reason. Failure to provide security will result in the Contractor being held liable for costs incurred by the Agency to obtain alternate security. Upon request by the Contract Monitor, the Contractor agrees to remove any guard who, in the opinion of DHCD, is undesirable to perform security guards service under this contract. The Contractor must furnish a qualified replacement security guard immediately. Failure to replace the security guards within two (2) hours of the request will be grounds for denying payment to the Contractor for the period in question.

RESPONSIBILITY FOR KEYS

It is the responsibility of the Contractor and his/her employees to ensure the safe keeping of all keys that have been assigned to the Contractor and is responsible for any costs associated with re-keying or replacement of the locks involved. Any lost or stolen key will be reported to the Contract Monitor or designee immediately, in writing and verbally.

REQUIREMENTS

The State will provide written instructions specifying the days and hours of the week uniformed armed guard service is to be provided, tours of duty required, duties to be performed by the guard and location of guard post. This information will be prepared by the Contract Monitor or designee and furnished to the successful offeror after the award of the contract. The Contract Monitor or designee may alter these instructions at any time.

All persons performing work under this contract shall at all times be recognized as Contract Guard Service employees under the control of the Contractor. However, the Contractor, his/her agents, and employees shall, in the performance of services hereunder, comply with written or verbal instructions received from the Contract Monitor or designee.

The State will not solicit the Contractor's employees for hire, however, it cannot accept responsibility for the Equal Employment Opportunity Program of the Department of Budget and Management, which provides equal job consideration and certification to all job applicants.

REPLACEMENT SECURITY GUARDS

Replacement guards must be approved by the Contract Monitor or designee.

Replacement guards must be trained by the Contractor's Project Manager.

Replacement guard qualifications verification must be provided to the Contract Monitor or designee before the replacement guard performs security guard services at DHCD.

TRAINING

Adequate training for security guards must be assured. Each security guard must meet the following training requirements, and the Contractor must submit to the Contract Monitor or designee written evidence that each employee assigned to DHCD has been trained and certified as specified in this section within five (5) days of completing the training.

The Contract Monitor or designee shall present an initial orientation of DHCD to each guard. The orientation will include:

- A. Tour of the building and grounds;
- B. Location of fire, safety equipment, and alarms;
- C. Use of an incident report;
- D. Organization and mission of the Agency;
- E. Post assignments;
- F. Response procedures to emergencies, fire alarms, injured or sick persons, bomb threats, police assistance, other disasters;
- G. Orientation to Agency programs; and
- H. Sign-In and Out procedures.

The Contractor shall be responsible for arranging and providing for all necessary or required job-related training on an ongoing and consistent basis for the term of the contract at no additional cost to DHCD. The training should include the following subjects:

- A. Conduct on duty;
- B. Appearance;
- C. Uniforms and equipment;
- D. Public relations;
- E. Taking notes and notifying authorities;
- F. Report writing;
- G. Communication – Telephone, verbal, written;
- H. Found property procedures;
- I. Bomb threat procedures;
- J. Security of elevators, proximity doors, alarms;
- K. Fire and safety procedures;
- L. First Aid and CPR;
- M. Legal restriction on search and seizure;
- N. Escort techniques;
- O. Observation and description detention;
- P. Terrorism and hostage situations;
- Q. Response to crime in progress; and
- R. State Rules, Procedures, Policies.

All replacement security guards shall meet the same training requirements, and the Contractor shall be responsible to train new and replacement employees in the areas required.

The Contract Monitor or designee is authorized to inspect, monitor, and evaluate the training curriculum. The Contract Monitor or designee may request for a copy of the training curriculum. Contractor shall provide the training curriculum within five (5) business days after such request.

If training sessions are held during the week, it will be the Contractor's responsibility to have a replacement security guard assigned to DHCD during these training sessions at no additional cost to DHCD.

All formal security training required shall be administered by persons who are certified by the state of Maryland as being qualified to instruct or teach the specific or topic required. Certification to instruct the specific subject shall be in the form of a certificate issued by an accredited institution recognized by the State of Maryland, or by documentation that the person instructing has sufficient experience in/with the subject to be able to instruct in an authoritative, practical and current manner.

Report of training completion and score of the test given must be in the form of a written report upon the completion of all required training, and shall be submitted by the Contractor to the Contract Monitor or designee.

INSURANCE REQUIREMENTS

The Contractor shall maintain Commercial General Liability Insurance with limits sufficient to cover losses resulting from, or arising out of, Contractor action or inaction in the performance of the Contract by the Contractor, its agents, servants, employees, or subcontractors, but no less than a Combined Single Limit for Bodily Injury, Property Damage, and Personal and Advertising Injury Liability of \$1,000,000 per occurrence and \$3,000,000 aggregate.

The Contractor shall maintain Errors and Omissions/Professional Liability insurance with minimum limits of \$1,000,000 per occurrence.

The Contractor shall maintain Automobile and/or Commercial Truck Insurance as appropriate with Liability, Collision, and PIP limits no less than those required by the State where the vehicle(s) is registered, but in no case less than those required by the State of Maryland.

The Contractor shall maintain Employee Theft Insurance with minimum limits of \$1,000,000 per occurrence.

Within five (5) Business Days of recommendation for Contract award, the Contractor shall provide the Contract Monitor with current certificates of insurance, and shall update such certificates from time to time but no less than annually in multi-year contracts, as directed by the Contract Monitor. Such copy of the Contractor's current certificate of insurance shall contain at minimum the following:

- a. Workers' Compensation – The Contractor shall maintain such insurance as necessary and/or as required under Workers' Compensation Acts, the Longshore and Harbor Workers' Compensation Act, and the Federal Employers' Liability Act.
- b. Commercial General Liability

- c. Errors and Omissions/Professional Liability
- d. Automobile and/or Commercial Truck Insurance
- e. Employee Theft Insurance

The State shall be listed as an additional insured on the policies with the exception of Worker's Compensation Insurance and Professional Liability Insurance. All insurance policies shall be endorsed to include a clause that requires that the insurance carrier provide the Contract Monitor, by certified mail, not less than 45 days' advance notice of any non-renewal, cancellation, or expiration. In the event the Contract Monitor receives a notice of non-renewal, the Contractor shall provide the Contract Monitor with an insurance policy from another carrier at least 30 days prior to the expiration of the insurance policy then in effect. All insurance policies shall be with a company licensed by the State to do business and to provide such policies.

The Contractor shall require that any subcontractors providing services under this Contract obtain and maintain similar levels of insurance and shall provide the Contract Monitor with the same documentation as is required of the Contractor.

Failure to comply with any of the foregoing Scope of Work provisions may result in deductions from payment under the contract resulting from this IFB.

BID FORMAT

Required Bid Submissions. Submit two (2) copies of each of the following documents with original signatures *in a sealed envelope* to the Procurement Officer by the bid due date and time and to the address listed on the title page. Failure to include all required submissions may result in a bid being deemed non-responsive.

A. Transmittal Letter. A Transmittal Letter shall accompany the Bid and include the following:

1. Name and address of the Bidder;
2. Name, title, e-mail address, and telephone number of primary contact for the Bidder;
3. Solicitation Title and Solicitation Number that the Bid is in response to;
4. Signature, typed name, and title of an individual authorized to commit the Bidder to its Bid;
5. Federal Employer Identification Number (FEIN) of the Bidder, or if a single individual, that individual's Social Security Number (SSN);
6. Bidder's eMM number;
7. Bidder's MBE certification number (if applicable);
8. Acceptance of all State IFB and Contract terms and conditions; and

B. Completed Bid Form (**Attachment A**)

C. Proof of Minimum Qualifications, as identified on page 5 under "Minimum Qualifications."

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.

PRICE BID FORM
IFB No. DHCD-17-04
ARMED SECURITY GUARD SERVICE – LANHAM, MARYLAND

The Price Bid Form is used to calculate the Bidder's TOTAL, EVALUATED BID PRICE. Follow these instructions carefully when completing your Price Bid Form:

- A. All Unit and Extended Prices must be clearly entered in dollars and cents, e.g., \$24.15, and must be the actual price per unit for the specific item or service identified in this IFB. Every blank below shall be filled in.
- B. All calculations shall be rounded to the nearest cent, i.e., .344 shall be .34 and .345 shall be .35.
- C. Except as instructed on the Price Bid Form, nothing shall be entered on or attached to the Price Bid Form that alters or proposes conditions or contingencies on the prices. Alterations and/or conditions may render this Bidder's submission nonresponsive.

Service	Hourly Rate	Estimated Hours	Total
Armed Security Guard Service	\$	1,848	\$

Submitted By:

Authorized Signature: _____ Date: _____

Printed Name and Title: _____

Bidder Name: _____

Bidder Address: _____

FEIN: _____ eMM #: _____

MDE Contractor Accreditation Number: _____

Small Business Certification Number, if applicable: _____

Bidder Contact Information:

Telephone: (_____) ____ – _____

E-mail: _____